
RECORDS MANAGEMENT PROGRAM

SURVEY REPORT OF THE

DDS/SSS/ Emergency Planning Office

PREPARED BY

27 Apr 1970

25X1

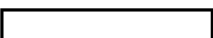

RAB Chano

12 May 1970

STAT

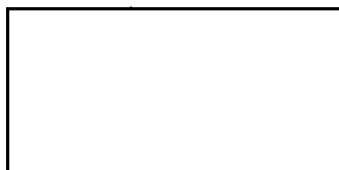


STAT

Here is  review of  Emergency Planning Files:

STAT

1. He and Gerry have screened and disposed of much duplicate material.
2. They have set aside two small collections of folders for your final review.
3. Several actions await your policy decision about credentials, badges, and related papers.
4. A Records Control Schedule is attached for your signature. Then a box of reports on emergency exercise can be retired and the future of the other files identified. This should be done and we can revise the Schedule as the new policy unfolds.
5. They recommend the files be cross indexed after you decide what to keep.
6. TAB A is a detailed inventory with comments about the contents of the four safes. They have put reference numbers on the folders in the primary safe (#315).
7. This report has been reviewed by Oscar. I suggest Oscar take over the Project and File indexing, control, and the disposition you desire.



STAT